

# SPS Screens Sample DEO and CO Screens



The following SPS DEO and CO Screens you are about to view were designed to give you a high level overview of some of the DEO and CO menu screens.

This is an automated presentation that allows you to sit back and follow the screens. Each screen will be displayed for 10 seconds, then automatically scroll to the next screen, with the exception of the Menu Button screens (which display for 20 seconds).



- DEO Main Screen
- DEO Create Schedules
  - Vendor Check
  - Vendor ACH
  - Summary (Checks)
  - Summary (Mixed)
  - Same Day Pay Request
- CO Main Screen
- CO Certify Schedule
  - Vendor Check with Viewing
  - Vendor Check without Viewing
  - View Prior Extracts

Forward



## **SPS**DEO Toolbar Buttons

Hide/View Button: this button operates like a toggle switch. Click on it once, and it hides all of the other buttons on the toolbar. Click on it a second time, and it displays all of the other buttons on the toolbar.

NOTE: When a button is hidden, the underlying functionality is not eliminated.

<u>Create Button:</u> this button is used to access the screens used in creating schedules.

Upload Button: this button is used to upload schedules created external to the SPS application.

Edit Button: this button is used to access the edit screen for a selected schedule.

Delete Button: this button is used to delete selected schedules.

Save Button: this button is used to save a schedule

Move to Edit Button: this button is used to move schedules from the "Submitted to CO" state back to the "Editable" state.







## **SPS**DEO Toolbar Buttons



Submit to CO Button: this button is used to submit one or more schedules in the "Editable" state to the "Submitted to CO" state for CO certification.



<u>Unlock Button:</u> this button is used to unlock a DEO Locked or CO Locked schedule.



<u>View Details Button</u>: this button is used to view the details of a selected schedule.



Refresh Button: this button is used to refresh the schedule summary information on the "DEO Main" screen.



Print Details Button: this button is used to print the details of a selected schedule.



Print Summary Button: this button prints the FPA Schedule Summary list.



# SPS DEO Toolbar Buttons



<u>Manage ALC Billing Addresses Button</u>: this button is used to create, update or delete ALC billing addresses.



Help Button: this button provides access to the DEO User Manual User Manual.



<u>View Certificate:</u> this button allows the user to view the security certificate for the current session



Change PIN Button: this button allows the user to change their PIN/Password



Main Menu Button: this button allows the user to return to the "DEO Main" screen



<u>Logout Button</u>: this button logs user out of the SPS and returns the user to the client workstation desktop



Forward

Exi



**DEO Main Screen** 

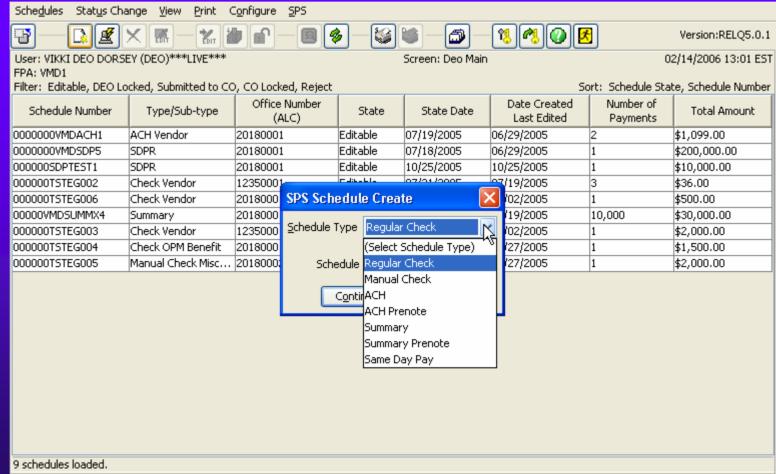
Sche <u>d</u> ules Stat <u>u</u> s Change <u>V</u> iew <u>Print Configure SPS</u>											
User: VIKKI DEO DORSE FPA: VMD1	EY (DEO)***LIVE***			Screen: Deo Main	0:	02/14/2006 12:58 EST					
Filter: Editable, DEO Lo	Filter: Editable, DEO Locked, Submitted to CO, CO Locked, Reject Sort: Schedule State, Schedule Numbe										
Schedule Number	Type/Sub-type	Office Number (ALC)	State	State Date	Date Created Last Edited	Number of Payments	Total Amount				
0000000VMDACH1	ACH Vendor	20180001	Editable	07/19/2005	06/29/2005	2	\$1,099.00				
0000000VMDSDP5	SDPR	20180001	Editable	07/18/2005	06/29/2005	1	\$200,000.00				
000000SDPTEST1	SDPR	20180001	Editable	10/25/2005	10/25/2005	1	\$10,000.00				
000000TSTEG002	Check Vendor	12350001	Editable	07/21/2005	07/19/2005	3	\$36.00				
000000TSTEG006	Check Vendor	20180001	Editable	08/02/2005	08/02/2005	1	\$500.00				
00000VMDSUMMX4	Summary	20180001	Editable	07/19/2005	07/19/2005	10,000	\$30,000.00				
000000TSTEG003	Check Vendor	12350001	Submitted	08/02/2005	08/02/2005	1	\$2,000.00				
000000TSTEG004	Check OPM Benefit	20180001	Rejected	07/27/2005	07/27/2005	1	\$1,500.00				
000000TSTEG005	Manual Check Misc	20180002	Rejected	07/27/2005	07/27/2005	1	\$2,000.00				



9 schedules loaded.



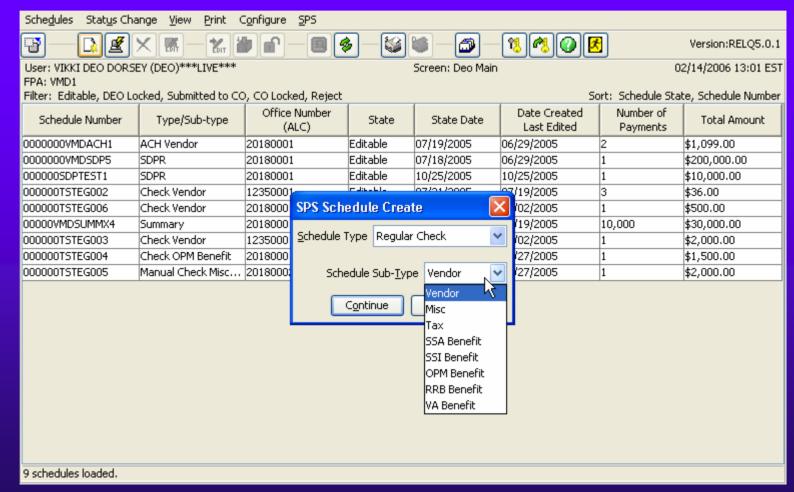
**DEO Main Screen - Schedule Type** 







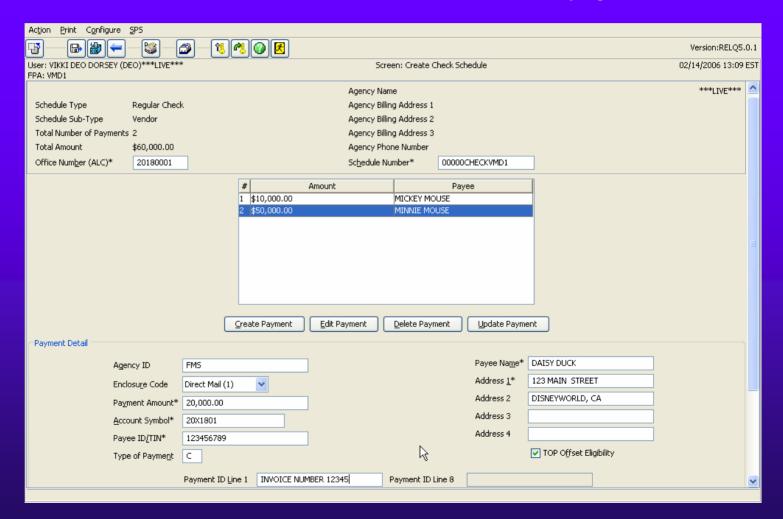
DEO Main Screen - Schedule Sub\_Type







Create Vendor Check Schedule - Create 3rd payment





## SPS Sample Screens DEO Main Screen - Schedule Saved

Schedules Status Cha	ange <u>V</u> iew <u>P</u> rint C	I <u>o</u> nfigure <u>S</u> PS									
User: VIKKI DEO DORSEY (DEO)***LIVE***         Screen: Deo Main         02/14/2006 13:12 ES											
FPA: VMD1											
Filter: Editable, DEO Lo	cked, Submitted to CO	, CO Locked, Reject			1		Sort: Type/Sub-type				
Schedule Number	Type/Sub-type ▽	Office Number (ALC)	State	State Date	Date Created Last Edited	Number of Payments	Total Amount				
00000VMDSUMMX4	Summary	20180001	Editable	07/19/2005	07/19/2005	10,000	\$30,000.00				
0000000VMDSDP5	SDPR	20180001	Editable	07/18/2005	06/29/2005	1	\$200,000.00				
000000SDPTEST1	SDPR	20180001	Editable	10/25/2005	10/25/2005	1	\$10,000.00				
000000TSTEG005	Manual Check Misc	20180002	Rejected	07/27/2005	07/27/2005	1	\$2,000.00				
000000TSTEG002	Check Vendor	12350001	Editable	07/21/2005	07/19/2005	3	\$36.00				
000000TSTEG006	Check Vendor	20180001	Editable	08/02/2005	08/02/2005	1	\$500.00				
00000CHECKVMD1 N	Check Vendor	20180001	Editable	02/14/2006	02/14/2006	3	\$80,000.00				
000000TSTEG003	NCheck Vendor	12350001	Submitted	08/02/2005	08/02/2005	1	\$2,000.00				
000000TSTEG004	chedule Number efit	20180001	Rejected	07/27/2005	07/27/2005	1	\$1,500.00				
0000000VMDACH1	ACH Vendor	20180001	Editable	07/19/2005	06/29/2005	2	\$1,099.00				



**DEO Main Screen - Edit Schedule** 

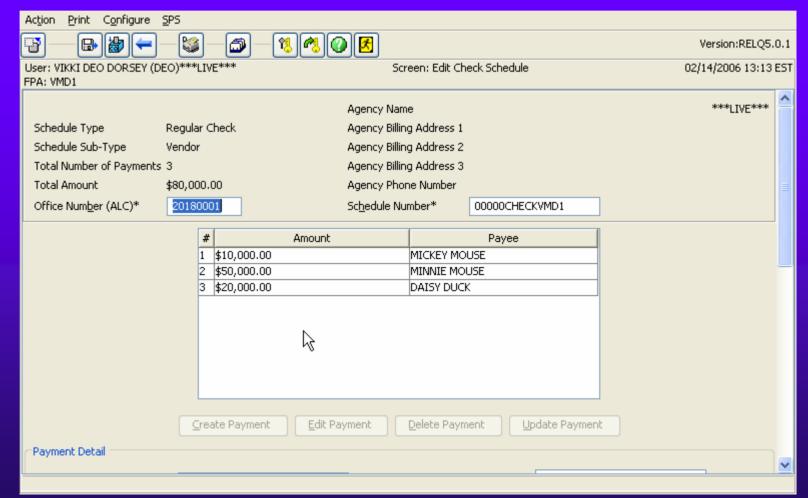
Schedules Status Change View Print Configure SPS										
User: VIKKI DEO DORSE	ı	02/14/2006 13:13 EST								
FPA: VMD1  Filter: Editable, DEO Locked, Submitted to CO, CO Locked, Reject  Sort: Type/Sub-										
Schedule Number	Type/Sub-type ▽	Office Number (ALC)	State	Total Amount						
00000VMDSUMMX4	Summary	20180001	Editable	07/19/2005	07/19/2005	10,000	\$30,000.00			
0000000VMDSDP5	SDPR	20180001	Editable	07/18/2005	06/29/2005	1	\$200,000.00			
000000SDPTEST1	SDPR	20180001	Editable	10/25/2005	10/25/2005	1	\$10,000.00			
000000TSTEG005	Manual Check Misc	20180002	Rejected	07/27/2005	07/27/2005	1	\$2,000.00			
000000TSTEG002	Check Vendor	12350001	Editable	07/21/2005	07/19/2005	3	\$36.00			
000000TSTEG006	Check Vendor	20180001	Editable	08/02/2005	08/02/2005	1	\$500.00			
00000CHECKVMD1	Check Vendor	20180001	Editable	02/14/2006	02/14/2006	3	\$80,000.00			
000000TSTEG003	Check Vend		Submitted	08/02/2005	08/02/2005	1	\$2,000.00			
000000TSTEG004	Check OPM Type/Sub	<del>/-type</del> 001	Rejected	07/27/2005	07/27/2005	1	\$1,500.00			
0000000VMDACH1	ACH Vendor	20180001	Editable	07/19/2005	06/29/2005	2	\$1,099.00			



Back

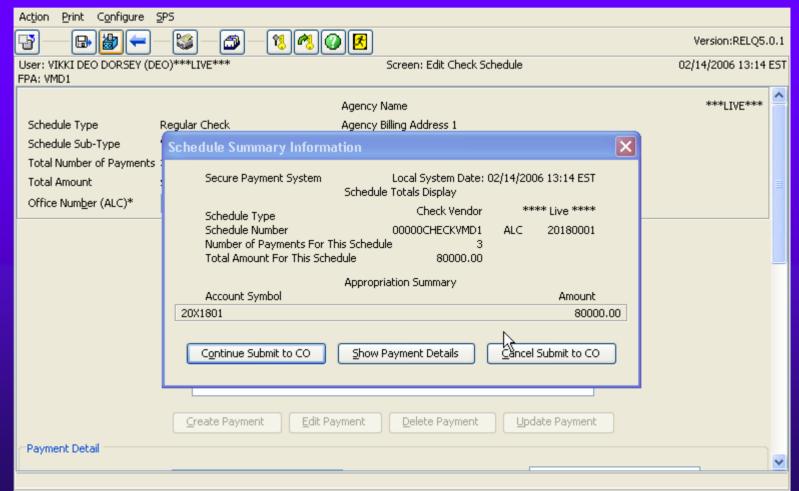
### SPS Sample Screens

Create Vendor Check Schedule - Edit Schedule



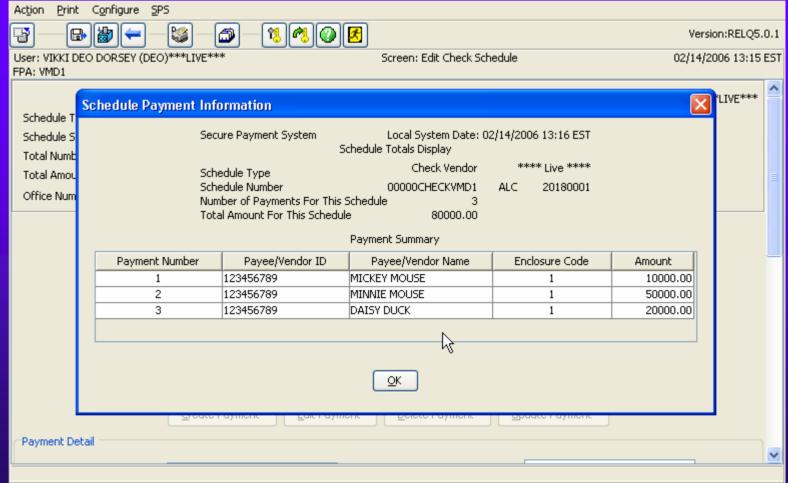


Create Vendor Check Schedule - Submit to CO - TAS Summary



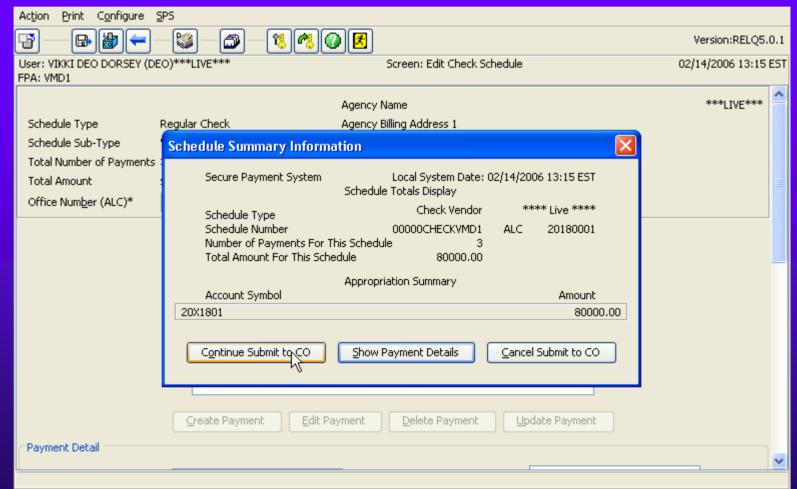


Create Vendor Check Schedule - Submit to CO - TAS Details



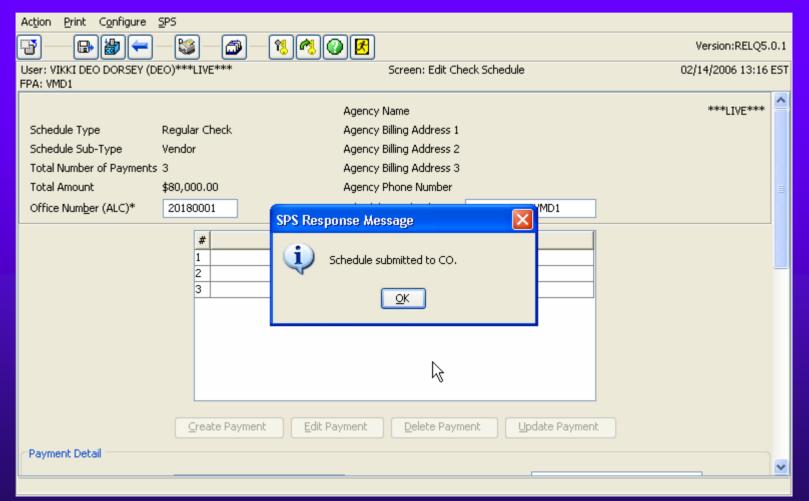


Create Vendor Check Schedule - Continue Submit to CO



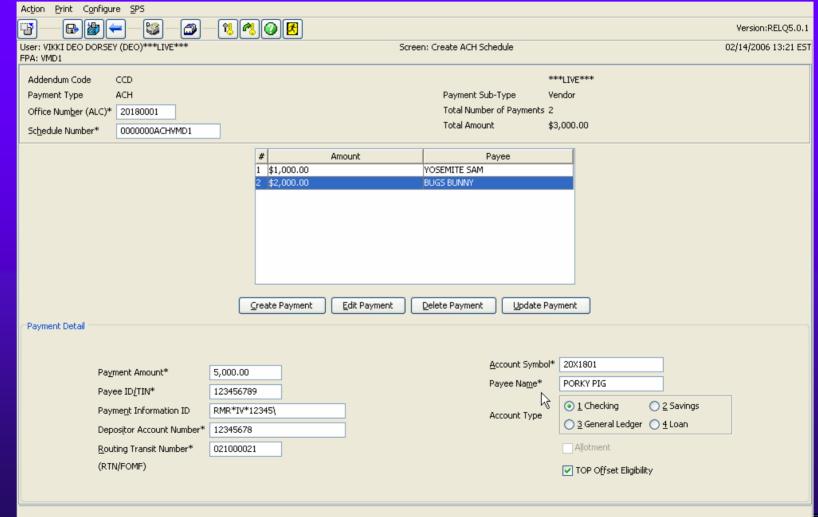


Create Vendor Check Schedule - Submit to CO - Confirmation





**Create Vendor ACH Schedule** 



Back

Forward

Exit

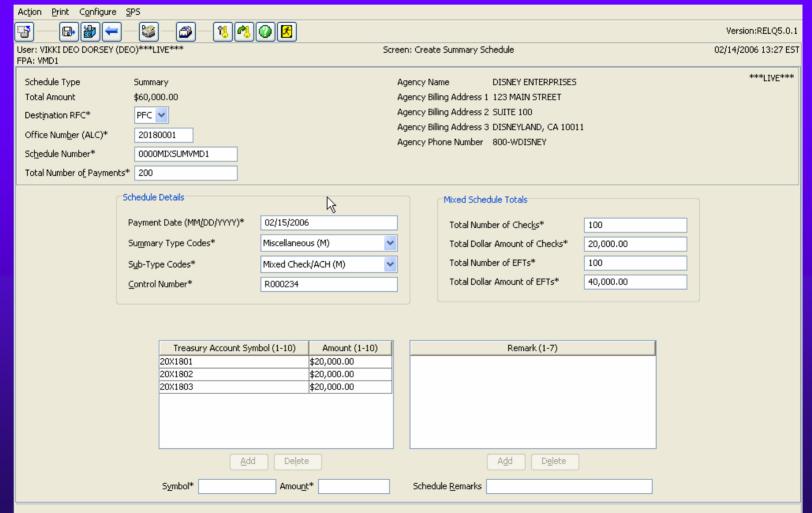


**Create Summary Schedule (Checks)** 

Action <u>P</u> rint Configure	e <u>S</u> PS			
<b>₽</b>		<b>(4)</b>		Version:RELQ5.0.1
User: VIKKI DEO DORSEY FPA: VMD1	(DEO)***LIVE***	Scr	een: Create Summary Schedule	02/14/2006 13:23 EST
				***LIVE***
Schedule Type	Summary		Agency Name DISNEY ENTERPRISES	FIAE
Total Amount	\$30,000.00		Agency Billing Address 1 123 MAIN STREET	
Destination RFC*	PFC 🕶		Agency Billing Address 2 SUITE 100 Agency Billing Address 3 DISNEYLAND, CA 1001	1
Office Number (ALC)*	20180001		Agency Phone Number 800-WDISNEY	1
Sc <u>h</u> edule Number*	000000SUMMVMD1			
Total Number o <u>f</u> Payme	ents* 9,999			
	Schedule Details		Mixed Schedule Totals	
	Payment Date (MM/DD/YYYY)*	02/15/2006	Total Number of Checks	
	Summary Type Codes*	Miscellaneous (M)	Total Dollar Amount of Checks	
	Sub-Type Codes*	Check (C)	Total Number of EFTs	
			Total Dollar Amount of EFTs	
	Control Number*	R123456	Total Bollar Allibult of Er is	
	Treasury Account Syr		Remark (1-7)	
	20X1801 20X1802	\$10,000.00 \$20,000.00		
	20/1802	\$20,000.00		
	Add	I Delete	A <u>d</u> d D <u>e</u> lete	
	Auc	Peiere	wad Delete	
	Symbol*	Amount*	Schedule Remarks	



**Create Summary Schedule (Mixed)** 





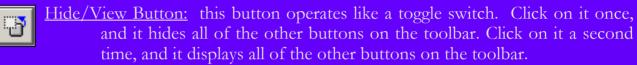
**Create Same Day Pay Request (SDPR)** 

Action Print Configure SPS			
			Version:RELQ5.0.
User: VIKKI DEO DORSEY (DEO)***LIVE*** FPA: VMD1		Screen: Create Same Day Payment Schedule	02/14/2006 13:32 ES
Payment Type Same Day Pa	ву	Agency Name DISNEY ENTERPR	
Total Number of Payments 1		Agency Billing Address 1 123 MAIN STREE	•
Total Amount \$100,000.00	)	Agency Billing Address 2 SUITE 100	
Office Number (ALC)* 20180001		Agency Billing Address 3 DISNEYLAND, CA	10011
Schedule Number* 000000SDF	PVMD01	Agency Phone Number 800-WDISNEY	
Payment Date (MM/DD/YYYY)* 02/14/2006	i .		
Approp Remarks 1 REIMBURSEMENT ACCO	DUNT		
Approp Remarks 2			
Approp Remarks 3 NOTIFY AGENCY WHEN	PROCESSED		
Approp Remarks 4			
Payment Detail	# \$100,000.00  Create Payment	Amount Payee BART SIMPSON  Edit Payment Delete Payment Update Payment	
<u>A</u> BA/RTN*	021000021		
P <u>r</u> oduct Code*	CTR/ V	Type Code*	10 🗸
Depositor Account f		Beneficiary I	
BBK Remarks	OBI=	Beneficiary I	MARGE SIMPSON
Payment Amount*	20,000.00	RFB	
Payment Remarks C		Payee ID <u>{</u> TI	N* 123456789
			✓ TOP Offset Eligibility
Payment Remarks I	IAIO		





## **SPS**CO Toolbar Buttons



NOTE: When a button is hidden, the underlying functionality is not eliminated.



- Print Schedule Details Button: this button prints the schedule details for the selected schedule.
- <u>Certify With Viewing Details Button</u>: this button allows the CO to certify the selected schedule(s) after viewing the details.
- <u>Rertify Without Viewing Details Button:</u> this button allows the CO to certify the selected schedule(s) without viewing the details.
- Reject Button: this button enables the CO to reject the selected schedule(s).
- <u>Uncertify Button</u>: this button enables the CO to uncertify previously certified schedules.







## **SPS**CO Toolbar Buttons

- Unlock Button: this button is used to unlock a DEO Locked or CO Locked schedule.
- Refresh Button: this button refreshes the FPA Schedule Summary list.
- View Extracted Schedule Button: this button displays a summary list of extracted schedules.
- View Excluded Schedules Button: this button displays a summary list of excluded schedules
- View Schedule Details Button: this button displays the details of the selected schedule.
- View Next Schedule Button: this button displays the next schedule if a group of schedules is selected for certification.
- <u>View Previous Schedule Button:</u> this button displays a previous schedule if a group of schedules is selected for certification.





## **SPS**CO Toolbar Buttons

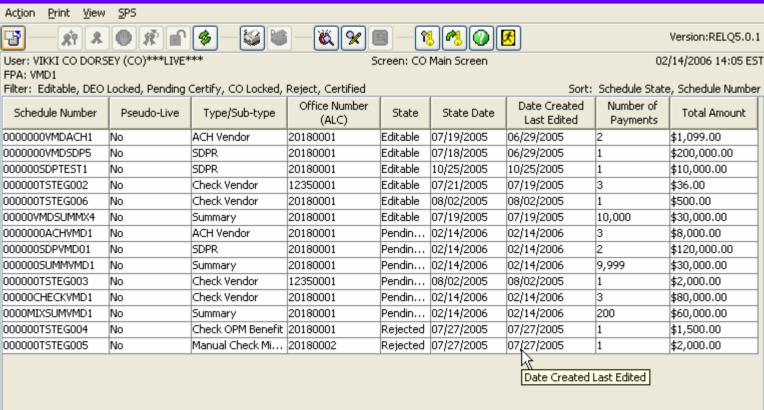
- Help Button: this button allows the CO to access the Certifying Officer User Manual.
- Main Menu Button: this button allows the CO to return to the "CO Main Screen". NOTE: This button is not available on the "CO Main Screen".
- View Certificate: this button allows CO to view the security certificate for the current session
- <u>Change PIN</u>: this button allows the CO to change their PIN/Password.
- Logout Button: this button logs the CO out of SPS.



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### SPS Sample Screens

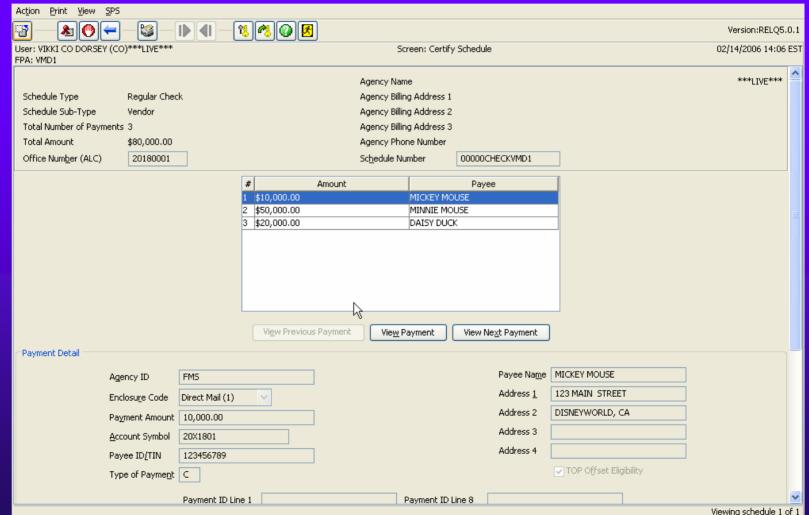
**CO Main Screen** 



14 schedules loaded.



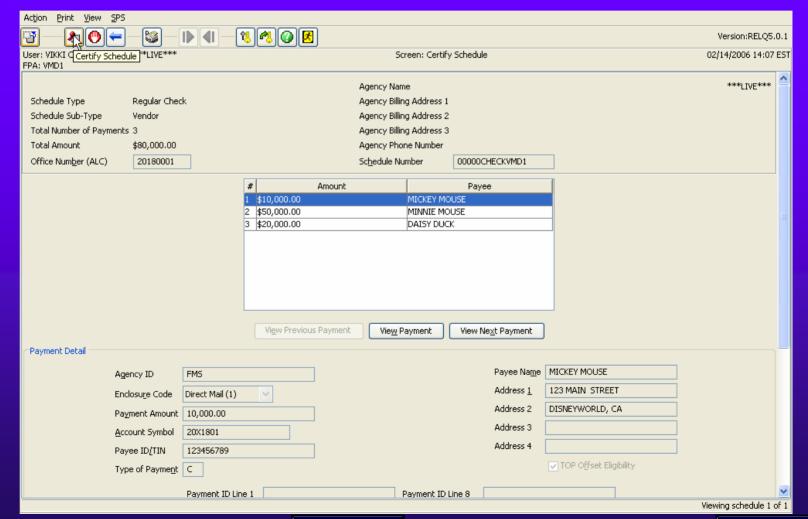
**CO Certify Schedule – View Payments** 







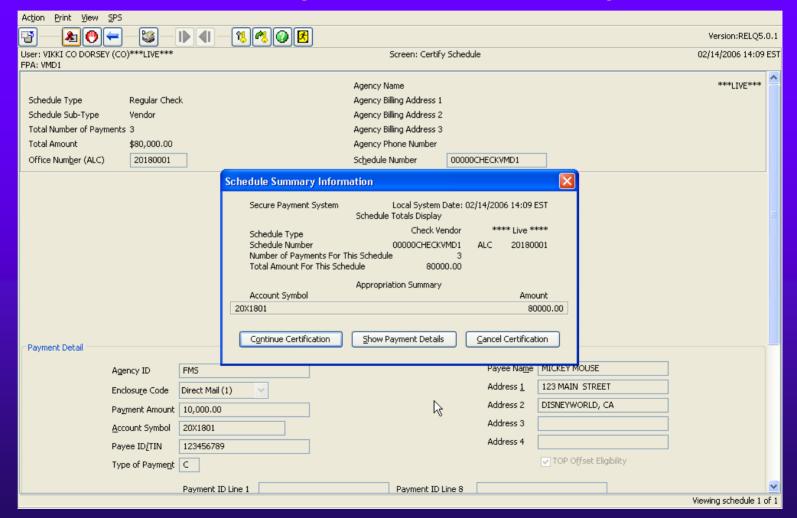
**CO Certify Schedule – With Viewing** 





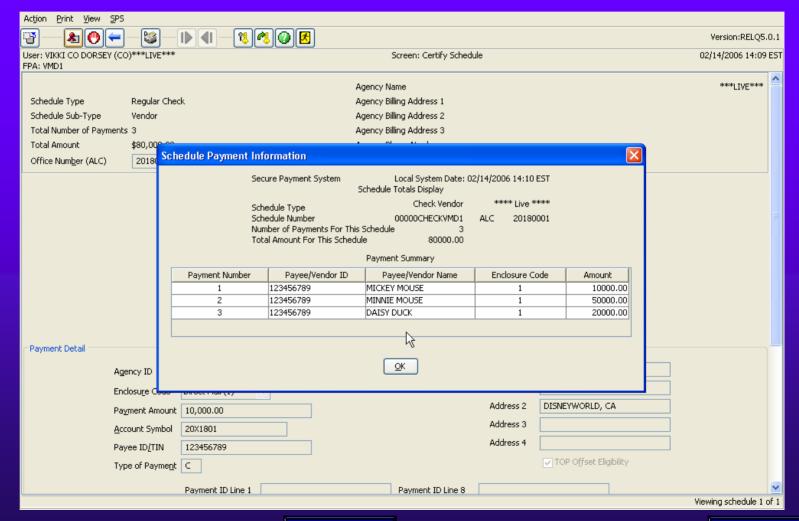


**CO Certify Schedule – TAS Summary** 





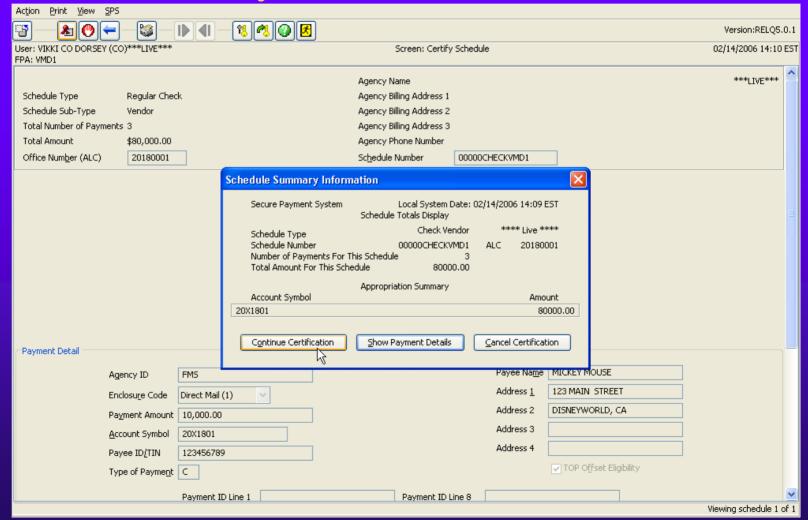
**CO Certify Schedule – TAS Summary Details** 







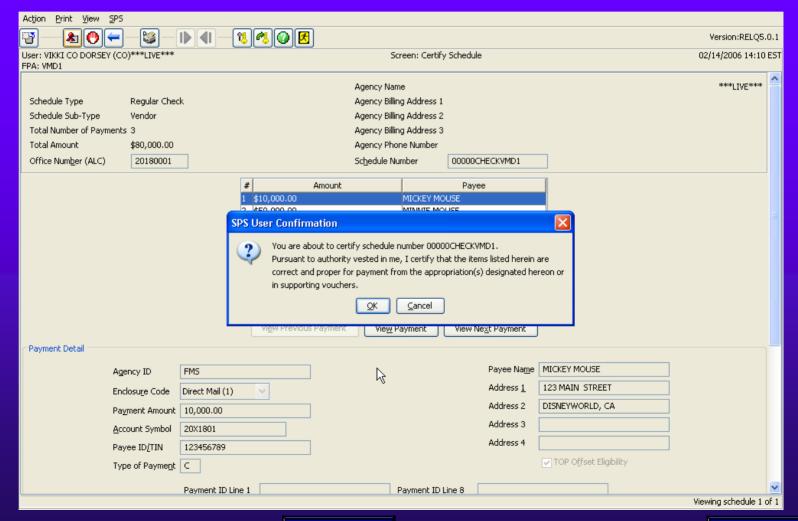
**CO Certify Schedule – Continue Certification** 







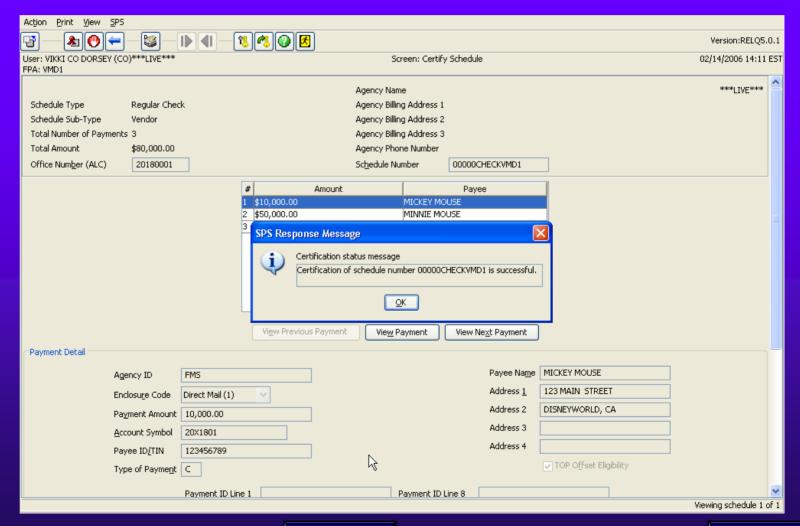
**CO Certify Schedule – Confirmation** 







**CO Certify Schedule – Certified Successful** 





CO Main Screen - Certified Schedule

Print View **ب** Version:RELO5.0.1 02/14/2006 14:13 EST User: VIKKI CO DORSEY (CO)\*\*\*LIVE\*\*\* Screen: CO Main Screen EPA: VMD1 Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified Sort: Schedule State, Schedule Number Office Number Date Created Number of Schedule Number Pseudo-Live Type/Sub-type State State Date Total Amount Last Edited (ALC)Payments: 00000000VMDACH1 No. ACH Vendor 20180001 Editable 07/19/2005 06/29/2005 \$1.099.00 00000000VMDSDP5 No. SDPR 20180001 Editable 07/18/2005 06/29/2005 \$200,000.00 SDPR 10/25/2005 10/25/2005 1 0000000SDPTEST1 lNo. 20180001 Editable \$10,000.00 Check Vendor 12350001 07/21/2005 07/19/2005 3 0000000TSTEG002 No. Editable \$36,00 Check Vendor 20180001 Editable 08/02/2005 08/02/2005 \$500.00 0000000TSTEGOO6 No. 20180001 Editable 07/19/2005 07/19/2005 000000VMDSUMMX4 No. Summary 10,000 \$30,000.00 00000000ACHVMD1 No. ACH Vendor 20180001 Pendin... 02/14/2006 02/14/2006 3 \$8,000.00 SDPR 0000000SDPVMD01 No. 20180001 Pendin... 02/14/2006 02/14/2006 \$120,000.00 0000000SUMMVMD1 lΝο. Summary 20180001 Pendin... 02/14/2006 02/14/2006 9.999 \$30,000.00 000000TSTEG003 Check Vendor 12350001 Pendin... 08/02/2005 08/02/2005 1 \$2,000.00 lΝο. 200 0000MIXSUMVMD1 No. Summary 20180001 |Pendin... |02/14/2006| 02/14/2006 \$60,000.00 00000CHECKVMD1 No Check Vendor 20180001 Certified | 02/14/2006 02/14/2006 \$80,000,00 0000000TSTEG004 パ No Check OPM Benefit 20180001 1 Rejected |07/27/2005| 07/27/2005 \$1,500,00 Manual Check Mi... 20180002 Rejected 07/27/2005 07/27/2005 \$2,000.00 0000000TSTEG005

14 schedules loaded.



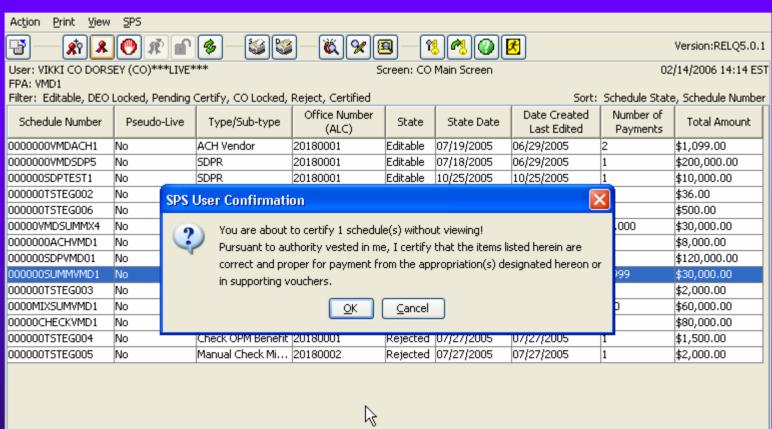
**CO Main Screen - Certify Without Viewing** 

Action <u>P</u> rint <u>V</u> iew	SPS									
□										
User: VIKKI CO DO Certify Without Viewing Screen: CO Main Screen 02/14/2006 14:14 EST										
FPA: VMD1 Sort: Schedule State, Schedule Number										
Schedule Number	Office Number Date Created Number of									
0000000VMDACH1	No	ACH Vendor	20180001	Editable	07/19/2005	06/29/2005	2	\$1,099.00		
0000000VMDSDP5	No	SDPR	20180001	Editable	07/18/2005	06/29/2005	1	\$200,000.00		
000000SDPTEST1	No	SDPR	20180001	Editable	10/25/2005	10/25/2005	1	\$10,000.00		
000000TSTEG002	No	Check Vendor	12350001	Editable	07/21/2005	07/19/2005	3	\$36.00		
000000TSTEG006	No	Check Vendor	20180001	Editable	08/02/2005	08/02/2005	1	\$500.00		
00000VMDSUMMX4	No	Summary	20180001	Editable	07/19/2005	07/19/2005	10,000	\$30,000.00		
0000000ACHVMD1	No	ACH Vendor	20180001	Pendin	02/14/2006	02/14/2006	3	\$8,000.00		
000000SDPVMD01	No	SDPR	20180001	Pendin	02/14/2006	02/14/2006	2	\$120,000.00		
000000SUMMVMD1	No	Summary	20180001	Pendin	02/14/2006	02/14/2006	9,999	\$30,000.00		
000000TSTEG003	No	Check Vendor	12350001	Pendin	08/02/2005	08/02/2005	1	\$2,000.00		
0000MIXSUMVMD1	No	Summary	20180001	Pendin	02/14/2006	02/14/2006	200	\$60,000.00		
00000CHECKVMD1	No	Check Vendor	20180001	Certified	02/14/2006	02/14/2006	3	\$80,000.00		
000000TSTEG004	No	Check OPM Benefit	20180001	Rejected	07/27/2005	07/27/2005	1	\$1,500.00		
000000TSTEG005	No	Manual Check Mi	20180002	Rejected	07/27/2005	07/27/2005	1	\$2,000.00		

14 schedules loaded.



**CO Main Screen - Certify Without Viewing** 

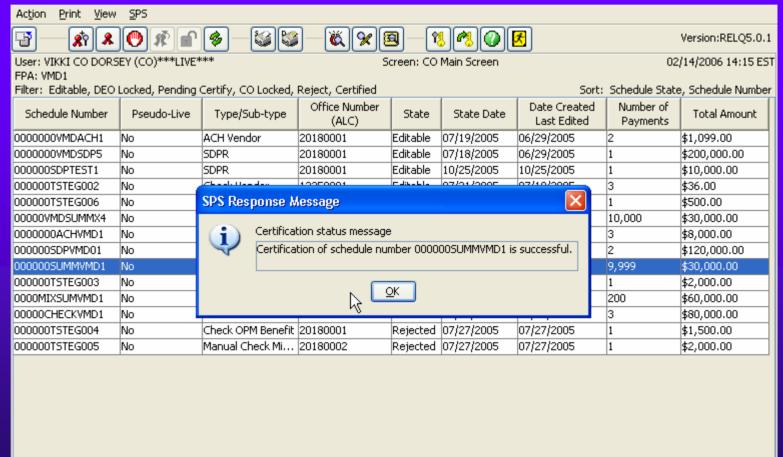








**CO Main Screen - Certified Schedule Confirmation** 





CO Main Screen - View Extracted Schedules Button

Action Print View	<u>S</u> PS									
User: VIKKI CO DORSEY (CO)***LIVE***  FPA: VMD1  Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified  Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified  Vicus Extracted Schedules  Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified  Sort: Schedule State, Schedule Number										
Filter: Editable, DEO	Locked, Pending (	Zertify, CO Locked, F				1		e, Schedule Number		
Schedule Number	Pseudo-Live	Type/Sub-type	Office Number (ALC)	State	State Date	Date Created Last Edited	Number of Payments	Total Amount		
0000000VMDACH1	No	ACH Vendor	20180001	Editable	07/19/2005	06/29/2005	2	\$1,099.00		
0000000VMDSDP5	No	SDPR	20180001	Editable	07/18/2005	06/29/2005	1	\$200,000.00		
000000SDPTEST1	No	SDPR	20180001	Editable	10/25/2005	10/25/2005	1	\$10,000.00		
000000TSTEG002	No	Check Vendor	12350001	Editable	07/21/2005	07/19/2005	3	\$36.00		
000000TSTEG006	No	Check Vendor	20180001	Editable	08/02/2005	08/02/2005	1	\$500.00		
00000VMDSUMMX4	No	Summary	20180001	Editable	07/19/2005	07/19/2005	10,000	\$30,000.00		
0000000ACHVMD1	No	ACH Vendor	20180001	Pendin	02/14/2006	02/14/2006	3	\$8,000.00		
000000SDPVMD01	No	SDPR	20180001	Pendin	02/14/2006	02/14/2006	2	\$120,000.00		
000000TSTEG003	No	Check Vendor	12350001	Pendin	08/02/2005	08/02/2005	1	\$2,000.00		
0000MIXSUMVMD1	No	Summary	20180001	Pendin	02/14/2006	02/14/2006	200	\$60,000.00		
00000CHECKVMD1	No	Check Vendor	20180001	Certified	02/14/2006	02/14/2006	3	\$80,000.00		
000000TSTEG004	No	Check OPM Benefit	20180001	Rejected	07/27/2005	07/27/2005	1	\$1,500.00		
000000TSTEG005	No	Manual Check Mi	20180002	Rejected	07/27/2005	07/27/2005	1	\$2,000.00		

13 schedules loaded.



**CO Main Screen - View Extracted Schedules** 

Action <u>S</u> PS													
Version:RELQ5.0.1													
User: VIKKI CO DOR	User: VIKKI CO DORSEY (CO)***LIVE*** Screen: View Extracted Schedules 02/17/2006 07:01 EST										2006 07:01 EST		
FPA: VMD1													
Filter: Extracted Sch	nedules								Sort:	Print Disposition			
Schedule Number	Pseudo	Type/Sub-t	Destination	Office Num (ALC)	Print Dispositi	Extract Di	State	State D	Print Seque Number	Extract Num	Date Crea Last Edited	Numbe Payme	Total Amo
00000CHECKVMD1	No	Check Vendor	KFC	20180001	N/A	SUCCESS	Extracted	02/14/2		21	02/14/2006	3	\$80,000.00
000000SDPVMD01	No	SDPR	PFC	20180001	SUCCESS	SUCCESS	Extracted	02/15/2	334	52	02/14/2006	2	\$120,000.00
000000SUMMVMD1	No	Summary	PFC	20180001	SUCCESS	SUCCESS	Extracted	02/15/2	2557	52	02/14/2006	9,999	\$30,000.00
0000MIXSUMVMD1	No	Summary	PFC	20180001	SUCCESS	SUCCESS	Extracted	02/15/2	2558	52	02/14/2006	200	\$60,000.00



4 schedules loaded.